

Public Safety Interoperable Communications Equipment Guidance and Application Kit



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PROGRAM OVERVIEW

Cuyahoga County has used grant dollars to increase interoperability among safety forces and keep our residents and visitors safe. Homeland Security grant monies have been used to purchase many radios for public safety forces called upon to prevent, protect from and mitigate terrorism incidents. When funding becomes available and/or the County is made aware of grant funding, the Cuyahoga County Department of Public Safety & Justice Services (PSJS) announces the funding opportunity to the Cuyahoga County Emergency Services Advisory Board (CCESAB) and CCESAB committee chairs (including the Communications Committee Chair) The Chairperson notifies members by email or in person at the next regularly scheduled meeting. If the timeframe to request funding is limited, a special meeting maybe called in order to prepare a recommendation/request.

Radio requests are submitted to the Communications Committee for consideration. If recommended for further consideration, the radio request is then presented to the Cuyahoga County Emergency Services Advisory Board (CCESAB). The CCESAB Board receives requests from all sub-committees as well as direct requests from agencies or COG's. CCESAB recommended projects are then included in the application submitted by Cuyahoga County PSJS for funding. Private entities are not eligible for grant funded radios.

All projects over \$25,000, including radio purchases require a formal bid. The Cuyahoga County PSJS grants team develops non-brand specific bid specifications based on recommendations from the sub-committee. The price per radio is unknown until bids are submitted, pricing prior to bid responses are a "best guess" based on recently completed bids. The number of radios contained within each bid are based on the commitment made by each agency. **Any agency that declines radios, post bid for any reason (make, model, style, etc.), may be responsible for repaying the County the full value of the radios if the County is unable to reallocate the equipment within the grant funding timeframe and may be disqualified from future requests.**

Information regarding the current P25 compliant systems within Cuyahoga County may be obtained by contacting the appropriate agency or system administrator:

M.A.R.C.S.

<http://www.das.ohio.gov/Divisions/Information-Technology/MARCS-Services#33225-subscriber-process>

Cleveland Radio System

Brad A. Handke
1300 Lakeside Avenue
Cleveland, OH 44114
Office: 216.443.2481
Email: bhandke@CPP.ORG

Parma Radio System

George Balasko
5555 Powers Blvd.
Parma, OH 44129
Office: 440.887.7300 ext.7241
Email: George.balasko@parmajustice.net

APPLICATION INSTRUCTIONS

The section below details application information and instructions.

Forms

The following is a list of required forms to be submitted by requesting agencies:

- 1) **Project Questionnaire**
Answer each question and provide as much detail as possible when asked for an explanation.
- 2) **Agency/Municipality Information**
Fill out one (1) form for each Municipality/Agency in the case of a multi-agency request.
- 3) **Police Department Staffing**
Fill out one (1) form for each Municipality/Agency in the case of a multi-agency request.
- 4) **Fire Department Staffing**
Fill out one (1) form for each Municipality/Agency in the case of a multi-agency request.
- 5) **Terms and Conditions**
- 6) **Once all required questions/narratives are complete, please save this document as "GrantRadioApplication-Agency Name" before submission.**

PROJECT QUESTIONNAIRE

Funding Requested	Interoperable Communications
Functional Committee Subcommittee	Cuyahoga County Emergency Services Advisory Board Communications Committee
Discipline(s)	

Please provide complete answers to the following questions:

1. Is this a regional (multi-agency) request?

2. Is this a new request which will migrate the listed agency onto a Cuyahoga County P25 700/800MHz system?

3. Will any radio included with this request be a replacement for a radio(s) currently on a P25 700/800MHz system?

4. Has this agency previously received grant funded radios for daily use?

If yes, list the number of radios and the year received

5. Has this or any agency included in this request ever turned down grant funded radios?

6. Has this or any agency included in this request secured other funding sources, and/or can confirm financial capability to secure other non-funded equipment (mobile radios, repeaters, holsters, headsets, lapel mic's, etc.)

If yes, please provide funding source(s).

7. Is this or any agency included in this request able to financially support recurring costs, including monthly fees (Currently up to \$20.00 per month per radio)? Please include any budget restraints that may apply.

8. Explain how this project will support and enhance Homeland Security.

9. Explain how this project will support and enhance interoperable capabilities within the region. List the neighboring communities and departments (Police, Fire, EMS) this would allow your agency to be interoperable with.

10. Will this investment complete the project or will future requests be necessary to complete the project?

11. List the contact information for the Management Team/Point of Contact that will be directly responsible for the implementation of this project.

AGENCY/MUNICIPALITY INFORMATION

Enter Municipality/Agency Name:

Enter Team Name (if applicable):

Contact Name:

Contact Telephone:

Contact Email:

Project Name:

Enter the population served by this municipality:

Enter the number of Police portable radios requested:

Enter the number of Fire portable radios requested:

Describe your organization and the community that you serve (include critical infrastructure if any):

POLICE DEPARTMENT STAFFING

Agency Name:

Please provide a description for positions listed as "Other" in the Note column

	Position	Number	Note
Administration (Sworn)	Police Chief		
	Deputy/Assistant Chief		
	Other		
Patrol (Sworn)	Position	Number	Note
	Captain		
	Lieutenant		
	Sergeant		
	Patrol Officer (Full-Time)		
	Patrol Officer (Part-Time)*		
Other			
Detectives Narcotics (Sworn)	Position	Number	Note
	Captain		
	Lieutenant		
	Sergeant		
	Patrol Officer		
	Detectives		
Other			
Non-Sworn	Position	Number	Note
	Auxiliary (Non-Sworn)		
	Animal Warden		
	Other		
	Other		
	Other		
Other			

* Part-time sworn Officers who work a minimum of 1400 hours per year qualify

FIRE DEPARTMENT STAFFING

Agency Name:

Please provide a description for positions listed as "Other" in the Note column

Operations	Equipment	Number	Note
	Total No. of Fire Stations		
	Total Full-Time Firefighters		
	Total Part-Time Firefighters		
	Average Daily 24 Hour Staff		
Engines	Equipment	Number	Note
	Total Front Line Engines		
	Total # Riding Positions Each		
	Total # Reserve Engines		
	Total # Riding Positions Each		
Ladder/Aerial	Equipment	Number	Note
	Total Front Line Ladder/Aerial		
	Total # Riding Positions Each		
	Total # Reserve Ladder/Aerial		
	Total # Riding Positions Each		
Ambulance	Equipment	Number	Note
	Total # Front Line Ambulances		
	Total # Riding Positions Each		
	Total # Reserve Ambulances		
	Total # Riding Positions Each		
Command	Equipment	Number	Note
	Total # Command Cars		
Other	Equipment	Number	Note

Fire Department Pre-Designated Riding Positions

- Engine 4 positions
- Ladder 4 positions
- Rescue Squad 2 positions
- Staff/Chase Car 1 position
- Reserve Apparatus 1 position

APPLICATION SUBMISSION & REVIEW

Program information and request forms may be obtained from Cuyahoga County CECOMS or the Communications sub-committee for any Public Safety agency/organization interested in applying for radio equipment.

Requests may be turned in at any time and will be reviewed and scored on a semi-annual basis. The requestor/liaison must attend all applicable meetings and shall present their request to the committee. Requests are then reviewed and scored by an Ad-Hoc group of committee members. Scores are based on various factors such as how many radios are requested, if the request is regional, the specific need (such as the desire to move from VHF/UHF system to 700/800), etc. The Committee reserves the right to reduce the amount of equipment requested. The requestor may also reduce the amount of equipment originally requested.

The Ad-Hoc Review team consists of five to seven members of the Communications Committee. These members must sign a Conflict of Interest-Non-Disclosure Agreement prior to becoming members of the team. Team members consist of at least one (1) representative of the following disciplines:

- Cuyahoga County CECOMS
- Fire/EMS
- Police
- PSAP (single or regional)

Each team member scores the requests independently then the scores are discussed by the team and averaged. All score forms must contain comments and be signed.

Once a list of ranked requests is compiled, the list is presented to the sub-committee. The list may include multiple tiers (Tier 1, Tier, 2), as radios become available through a purchase or the return of radios, the needs of those scored are filled; Tier 1 is typically filled first then Tier 2 and so on. In order to fulfill a request in its entirety, the committee may modify the amount requested and/or the Ranking/Tier of the request.

The Committee and/or Cuyahoga County may conduct an assessment prior to any final approval to allocate radios in order to determine if any equipment needs have changed. The Communications Committee may also elect to conduct a new/updated application process and review if more than one year has passed since the last review. This process entails an email notification being sent to all sub-committee members, Police and Fire chiefs to advise them of possible radio funding.

Cuyahoga County will conduct periodic audits of grant funded radios to ensure the equipment is in full/daily use and complies with the guidelines provided.

Completed applications may be emailed or mailed to the following:

Cuyahoga County Public Safety & Justice Services
C/O Lisa Raffurty
88 Center Road, Suite B-100
Bedford, Ohio 44146_
lr Raffurty@cuyahogacounty.us

TERMS & CONDITIONS

As the requester, you understand and agree to the following:

- Allocations are intended for P25 700/800 compliant portable radios; no other radio/communications equipment will be provided, including but not limited to spare batteries, holsters, lapel microphones, etc. Purchase of accessory equipment shall be the responsibility of the requesting agency.
- There is no guarantee any agency/municipality will receive radios; funding must be approved prior to beginning the bid process and the bid process will determine the actual amount of equipment that can be purchased.
- Currently, only new requests meant to develop and establish interoperability are accepted.
- Broken, lost or damaged equipment does not qualify for grant reimbursement.
- Any/all radios requested are to be utilized by agencies within Cuyahoga County only.
- Any costs associated with maintenance, re-programming and/or software/firmware updates are the responsibility of the receiving agency(s).
- The agency requesting or liaison/designee in the case of a regional request, agrees to attend all regularly scheduled meetings of the Cuyahoga County Communications Committee per calendar year.
- Requestor(s) understand specific radio manufacturers, makes and/or models will not be accepted.
- Radios will be assigned as follows:
 - Full-time sworn Police Officers
 - Part-time sworn Officers who work a minimum of 1400 hours per year
 - Fire Department – Designated riding positions
 - Engine 4 positions
 - Ladder 4 positions
 - Rescue Squad 2 positions
 - Staff/Chase Car 1 position
 - Reserve Vehicles 1 position
- Upon approval by CCESAB, all requestors agree to begin the process to place the equipment on a desired network. System agreements can take substantial time to complete and should not delay the process due to an oversight. Any modifications to a radio template or authorization for a new talkgroup should be in place **prior** to receipt of equipment.

If your agency has already submitted an application and/or letter of intent to join a system, please include copies of all applicable documents.